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U.S. Office of Defense
Transportation

Instructions for preparing
application for certificate...

[Washington]


[1942]

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OFFICE OF DEFENSE TRANSPORTATION

WASHINGTON, D. C.

September 1942

INSTRUCTIONS FOR PREPARING APPLICATION FOR CERTIFICATE OF WAR NECESSITY

FOR OPERATORS OF MORE THAN TWO COMMERCIAL VEHICLES

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FOREWORD

To All Operators and Users of Commercial Motor Vehicles:

The United States now has about 4,890,000 nonmilitary trucks and about 154,000 buses. The trucks are carrying a tremendous volume of property, and the buses a tremendous volume of people. Our railroads are operating to near capacity. They could not carry the traffic which the trucks and buses are carrying: First, because they do not have the capacity, and second, because they are so located that they could not handle a great part of this traffic, even if they had the capacity.

Most of this traffic is essential. Our country will suffer severely, and the war effort will suffer, if the trucks and buses and other commercial motor vehicles find themselves unable to continue to handle this essential traffic, or any large part of it. *They must be kept rolling.*

No more civilian trucks are being built. The plants which built them have gone into the building of military trucks or other war products. Much the same is true of the buses. The supply of repair parts is critically limited. There is, and for months at least will continue to be, a serious shortage of tires. There is grave danger that our supply of all types of commercial motor vehicles will be badly depleted unless we conserve them to the utmost.

This means that these commercial vehicles and their tires must be given the best possible care; they must be driven with equal care; and every mile of unnecessary operation must cease. Your welfare and the safety of our country demand that this be done.

The Office of Defense Transportation has promoted policies and has issued orders with this end in view. The results have been good, but much remains that can and must be done. The situation is not hopeless, but it calls for all possible precautions.

We propose, therefore, to issue to the operator of each commercial motor vehicle a *Certificate of War Necessity* which will govern the maximum mileage to be operated and the minimum loads to be carried. These Certificates will be required not only for trucks and buses, but also for taxicabs, jitneys, automobiles which are available for public rental, and certain other similar classes of motor vehicles. These latter types have been included because of the necessity and desirability of correlation of this program with that of governmental allocation of gasoline, tires, and tubes. The Application Form and Instructions which will be sent to each operator will tell how to go about getting these Certificates.

A Certificate must be carried on each such vehicle. Otherwise it cannot lawfully be operated. Without a Certificate no gasoline, tires or repair parts can be obtained. For failure to comply with its provisions, a Certificate can be taken away.

But it is not proposed to use these Certificates in any arbitrary or ruthless way. Their purpose is to bring home to operators of all commercial motor vehicles the necessity for treasuring these precious vehicles and tires, and to give each operator a definite guide for his individual action. They will also provide a ready means for controlling wilful and persistent offenders.

The Certificates will not supersede outstanding O. D. T. orders and public statements of policy. These orders and policies will remain in effect unless and until they are formally amended, superseded, or revoked. At the outset, the limits of mileage, motor fuel, or load requirements specified by the Certificates may in some instances be more liberal than full compliance with outstanding orders or statements of policy would justify. The duty to comply will remain, and the limits will be brought into line wherever it becomes evident that such a situation exists. The purpose will be to trim the Certificates as quickly as may be down to the basis of maximum conservation reflected in the outstanding orders and statements of policy. The trimming will be done under uniform instructions from the central office by men in the field in close contact with the operations.

It is quite possible that the situation with respect to tires, parts, and other supplies may so develop that more radical steps in conservation must be taken than are now reflected in outstanding orders and statements of policy. If so, necessary changes will be made in the manner above indicated. In no event will the adjustment of the Certificates to accord with such necessities be left to the unguided discretion of the field force.

In giving the information required by the Application Forms, the operators should be guided by operating records, if they have them. If they do not have records, they must in the beginning make the best estimates that they are able to make. We count on them to make honest estimates. They should not forget that their own best interests demand that they ask for no more mileage and no less loading than is absolutely necessary. Records will be required to be kept in the future.

I realize that the Certificates will be an annoyance and that the first reaction of many will be to regard them as a nuisance. In normal times they could have no justification. But these are not normal times. We are at war, and no war can be fought and won without suffering and trouble. Few things are more essential to an all-out war effort than to keep our commercial motor vehicles, public and private, in active service. The danger that we may lose their services to a considerable extent as time goes on is so great that it demands all possible precautions for the care and conservation of this necessary means of transportation.

There must be no slackening whatsoever in the efforts which are now being made to save the trucks, buses, and other commercial motor vehicles and their tires. The Certificates are intended, not to discourage, but to encourage, stimulate, protect, and augment those efforts. They are only one further means of helping the operators individually to do their full part in the campaign to keep these vehicles rolling in the cause of Victory.

In carrying out this program we shall need the wholehearted cooperation, not only of the motor vehicle operators, but also of shippers, consignees, farmers, merchants, manufacturers, administrative agencies, and the general public. The program has no other purpose than to protect the best interests of all concerned and of our country.

JOSEPH B. EASTMAN,
Director of Defense Transportation.

GENERAL

OFFICE OF DEFENSE TRANSPORTATION

A complete set of instructions for the filing of your application form is furnished herewith, and it is necessary that you study the application form very carefully and read the instructions very thoroughly and definitely determine each answer before filling in the application. The detailed instructions should enable you to file your application without assistance, if they are followed carefully. In order that your business may be subject to the minimum of interference, you should make every effort to set forth all information required as fully and as clearly as possible. Wherever it is necessary for you to use estimates in indicating the past or future operations of your vehicles, you shall make such estimates as accurately as you possibly can.

The information submitted will be held by the Office of Defense Transportation in strict confidence, and will be used only for the purpose of achieving maximum utilization of transport facilities during the war emergency.

Form PU-A, sent to all persons registered in their names as of December 31, 1941, is to be used for fleet operations, and Form SU-A for single unit operators, or those who operate one or two self-powered commercial motor vehicles.

These instructions are devoted to fleet operators which applicants will use Form PU-A or Form SU-A. The distinction is based on power units; that is, trucks, truck-trailers, taxicabs, hearses, ambulances, and buses, and that trailers and semi-trailers are not considered as vehicles for this purpose. As an example, an operator owning three tractor semi-trailer combinations consisting of three truck tractors and three semi-trailers will file on the fleet form.

The completed application must be returned to the Office of Defense Transportation, Central Mailing Office, at Post Office Box 2259, Detroit, Michigan, within 10 days of the date of receipt.

OFFICE OF PRICE ADMINISTRATION

Eligibility of Commercial Motor Vehicles for Tires and Tubes

It is necessary that all commercial motor vehicle owners obtain a Certificate of War Necessity from the Office of Defense Transportation to permit the operation of such commercial vehicles.

However, a Certificate of War Necessity does not in any manner change the Office of Price Administration's Tire Rationing Regulations affecting the eligibility of commercial motor vehicles. This means that operators will continue to establish their eligibility for tires and tubes with Local Rationing Boards as in the past.

Instructions to Commercial Motor Vehicle Owners on Inspection and Maintenance of Tires

1. The Commercial Motor Vehicle Owners' Responsibilities.

- The proper care and maintenance of the tires and tubes are the responsibilities of the commercial motor vehicle owners. To provide the commercial motor vehicle owners with the rubber for their essential needs, it is necessary that the utmost care be exercised in the use of the tire equipment. Failure to do so will result in premature loss of tire carcasses.
- If tires go out of service prematurely, the burden of proof will be upon the commercial motor vehicle owners to show that they did not fall through neglect or abuse. Inability to establish that fact will result very definitely in difficulty of obtaining approval

of an application for a certificate of replacement from the Local War Price and Rationing Board.

- (c) It is both reasonable and equitable that the commercial motor vehicle owner who practices conscientiously the principles of rubber conservation, by using care in the operation of his tires, will obtain consideration for replacement of rubber for his needs in advance of those commercial motor vehicle owners who do not.

2. Bimonthly Inspection.

- (a) The Certificate of War Necessity will require that a commercial motor vehicle be inspected once every 60 days or every 5,000 miles whichever occurs sooner. This is necessary for the purpose of establishing a control in the maintenance and operation of the commercial motor vehicle particularly in reference to the care of the tire equipment.
- (b) The Office of Price Administration's authorized inspectors will conduct the commercial vehicle inspections. Names and locations of the authorized inspectors can be obtained from the Local Boards.
- (c) It will be necessary that the commercial motor vehicle owner obtain approval from the inspector for the continued operation of the motor vehicle. This approval is indicated by the inspector's signature on the back of the Certificate of War Necessity at the time of inspection if the tire equipment is found satisfactory for continued operation. This approval will be withheld by the inspector until such time as conditions found unsatisfactory, other than recapping service or replacement of tires, are corrected by the commercial motor vehicle owner.

Failure to obtain approval will result in denial by the Local Board of certificates for recapping service or replacements of the motor vehicle's tire and tube equipment.

- (d) The authorized inspectors will give the motor vehicle owner efficient and courteous inspection service and assist the commercial motor vehicle owner in every way possible to keep the tires in serviceable condition, prevent premature tire failure, and loss of basic tire carcasses.

(e) Inspection Fee.

- (i) No fee will be charged by the inspector unless it is necessary to remove a tire from the wheel or rim.
- (ii) If it is necessary to remove a tire from the wheel or rim, a fee for the service of removing and replacing the tire may be charged. Such fees will not exceed those set forth in the present Revised Tire Rationing Regulations, as follows:
- (aa) Small truck tires (7.50 x 20 or smaller), each— \$0.75
- (bb) Large truck tires (larger than 7.50 x 20), each— 1.00
- (cc) Additional charge for removing inside dual truck tires (larger than 7.50 x 20) ----- .50

3. Maintenance Requirements.

To assist in the proper care and maintenance of tires and tubes, the following basic requirements are outlined below. It is emphasized that satisfactory operating conditions of the tire equipment should be maintained at all times.

- (a) **Correct Air Pressure.** Correct air pressure should be maintained in each tire at all times, and should be checked with an accurate gauge.
- (b) **Rims and Wheels.** Rims and wheels should be checked for correct size and type. If found necessary, bent rims should be straightened or replaced.
- (c) **Tire Injuries.** Each tire should be examined for breaks or cuts. Tires having such injuries must be removed and repaired (by vulcanization, where necessary).
- (d) **Matching of Dual Tires.** Dual tires should be checked to ascertain that they are properly matched.
- (e) **Wheel Conditions.** The following mechanical conditions, which affect tire wear, should be checked to see that adjustments or repairs are made when necessary:
- (i) Caster and camber alignment.
- (ii) Wheel alignment.
- (iii) Brake adjustment.
- (iv) King pins, bushings, and wheel bearings.

4. Inspection Procedure.

At the time of the bimonthly tire inspection, an authorized Office of Price Administration inspector will check the tire equipment on the following points:

- (a) Air pressure.
- (b) Size, type, and condition of rims.
- (c) Breaks or cuts in the tread or sidewall.
- (d) Matching of dual tires.
- (e) Injury due to overloading or operating at excessive speeds.
- (f) General condition of tires for any evidence of unbalanced wheels, improper wheel alignment, faulty brake adjustment, or necessity for recapping or repair.
- (g) During the course of an inspection, it is important that the commercial motor vehicle owner inform the inspector of any internal injury to the casing which is not apparent on the outside surface. (Example: Injuries temporarily repaired by inserting a blow-out patch in the casing.) Such tires must be removed from the wheel and repaired by vulcanization.
- (h) The commercial motor vehicle owner must inform the inspector of any tires that have been subjected to any unusual shock by striking any sharp objects, such as rocks, curbs, or edges of road holes which may have ruptured the inside plies of cord, and which tires have not been examined since these actions took place. These tires must be inspected by removal from the rim or wheel and repaired (by vulcanization, if necessary) if found to be ruptured.

Note.—It is the responsibility of the commercial motor vehicle owner to cooperate with the inspector in such cases to save the casing from premature failure, since the inspector will not be able to determine such conditions that are not apparent from an examination of the casing on the wheel.

5. Recapping Conditions.

- (a) All tires that have arrived at or are worn beyond what is established as the most economical point at which a tire should be recapped will be removed from the rim or wheel and inspected to establish the condition of the carcass.

NOTE.—The most economical point at which a commercial motor vehicle tire should be removed and recapped is when the tire is worn smooth approximately $\frac{3}{4}$ of the total width of the tread, and not beyond the point where there still remains $\frac{1}{4}$ of tread rubber above the breaker strip or outside ply of cord. Inspectors will be requested to inspect such casings by removal from the rim or wheel, and if found satisfactory, an inspector's report (Form OPA R-1 or R-21) will be completed to appraise the commercial motor vehicle owner for a recapping service. The certificate which the motor vehicle owner should immediately complete and submit to the Local Board. If the casings, upon inspection, cannot be recapped, the inspector will complete an inspection report Form R-1 or R-21 so that an application may be completed by the motor vehicle owner for a certificate or replacement of the tires and tubes in those cases where the applicant is eligible to obtain such replacements.

It is the commercial motor vehicle owner's definite responsibility, however, to see that his casings are not worn through more than the breaker plies and two body plies of cord fabric, or worn through two body plies on a tire that does not have breaker plies and which is otherwise in good condition. This represents the extreme point of wear before the tire is irreparably lost for further service.

- (b) Casings, which from a cursory inspection and information given to the inspector by the commercial motor vehicle owner can be established as being in a satisfactory condition for continued service, need not be removed from the rim or wheel for inspection.

INSTRUCTIONS FOR USE OF APPLICATION FOR CERTIFICATE OF WAR NECESSITY

ALL COMMERCIAL MOTOR VEHICLES

The application Form FU-A for a fleet operator consists of a three-fold six-page form. One such form has been mailed to all registered owners of three or more self-powered commercial motor vehicles. It is necessary that the form or forms be filled out completely in each instance.

If your operations consist of both (a) tank and dry freight vehicles; and (b) buses and freight vehicles; a separate Certificate of War Necessity will be issued for each operation. The Office of Defense Transportation, Central

Mailing Office, Box 2259, Detroit, Michigan, should be notified promptly that you require an additional application form. Otherwise your Certificate of War Necessity will be delayed. If your fleet consists entirely of tank vehicles, or entirely of dry freight vehicles, etc., the additional application is unnecessary. The application you have received may be used for either type of application.

Directly under the name and address on the application form is a rectangular ruled box in which will be entered the number of commercial motor vehicles in the applicant's fleet. Do not fill in these spaces.

QUESTION 1. Indicate on this line the type of business by or for which the vehicles are operated. The description should be sufficient to completely describe the type of business, for example, in the case of private carriers (see page 26, "farming," "retail grocery business," "wholesale grocery business," "retail hardware store," "wholesale hardware store," "wholesale lumber business," etc. In the case of common carriers, the description should indicate "common carrier" (see page 25), and followed by the principal business for which the vehicles are operated; for example, "common carrier—general commodities," "common carrier—petroleum products," "common carrier—household goods," "common carrier—livestock," etc. If the operations are those of a contract carrier (see page 26), the description should be preceded by "contract carrier" and followed by the principal business for which the vehicles are operated. For example, a contract carrier engaged on a single contract in transporting goods for a wholesale grocery company would indicate "contract carrier—wholesale groceries," a contract carrier whose principal business is derived from transporting textiles for a textile manufacturer would indicate "contract carrier—textile manufacture," etc. If the operations are those of a bus operator (see page 25), an example of a common carrier's operations would be "common carrier—general public." If a contract carrier, an example would be "contract carrier—airplane plant workers." If a private carrier, an example would be "private carrier—hotel." In all cases the response should be based upon the predominant business for which the vehicles are operated; that is, the business for which you perform 51 percent or more of your total transportation operations.

QUESTION 2. Indicate the purpose for which the vehicles are principally used. If the vehicles are principally used in connection with farming, then "farming" should be checked. If the vehicles are used primarily in connection with service operations; that is, where transportation of property or persons is incidental to the performance of a service, as in the case of vehicles used by a plumbing concern, an automobile-repair agency, or other maintenance or repair agencies, etc., then "service" should be checked. If the vehicles are primarily engaged in transporting passengers for compensation, check "passengers," and if engaged in private transportation of workers or patrons of an establishment, then "patrons or workers" should be checked. In any case where the transportation of property is involved, including farming operations but not including service operations, the principal articles transported should be indicated in the space designated "Transporting following articles." Do not use "general" or "miscellaneous" except in those cases where the types of commodities transported are so diversified that no one or two commodities predominate.

QUESTION 3. Indicate the area of operations in accordance with the definition of "local" and "over-the-road" service (in the case of buses "local" or "intercity" service) as given at pages 25, 26. (It should be noted that the definition of "local" and "over-the-road" service are not the same for tank trucks and passenger vehicles as for other commercial vehicles.) Your operations should be classified on the basis of the predominance in total mileage operated in each of the services. For example, if you operate 51 percent or more of your total mileage within the definition of over-the-road service, then check "over-the-road." Do not check "local and over-the-road" service unless your operations are equally divided between the two.

QUESTION 4. The response to this question should indicate the nature of your operations segregated as between distribution service and other services. You should check "distribution" if 51 percent or more of the passengers or freight is picked up or delivered at points other than the origin or destination of the trip. Thus, the operations of retail groceries, bread delivery, milk delivery, pick-up and delivery service of common carriers, etc., are classified as "distribution" operations. Where the predominant type of operation is

other than "distribution," the space designated "Other service" should be checked.

QUESTION 5. The response to this question should indicate clearly the cities in which vehicles are operated in local service.

QUESTION 6. The response to this question will vary, depending upon the size of the over-the-road operations. Thus, in the case of an operator operating into or through two or three States the names of the States only should be given. However, an operator operating for relatively short hauls within a single State, say, Ohio, and whose operations are confined to a relatively small number of counties, should indicate as an example, "Ohio—Morrow, Knox, and Coshocton counties."

QUESTION 7. The response to this question should cover all tires which are owned by you or held for your use by others. Thus, if you have ten trucks with sixty tires in use on the running wheels, and ten spares and also own twenty other tires, this information would cover all ninety tires. The number of tires is shown beside the proper tire size. Thus, in the case mentioned, if the vehicles are all equipped with 7.50 x 20 tires, then on line (a) this tire size would be indicated, and the ninety tires would be distributed on the same line in the proper mileage groups as indicated in the column headings. For example, if the twenty tires not mounted on the vehicle on either the running wheels or as spares are new tires (assuming the spares have been used), then "(20)" would be shown under the column designated as "number of tires unused—new tires." And if you estimate, for example, that the spares have had 10,000 miles of use, then the number "(10)" would be shown in the column "7,500 to 12,500," and if the remaining tires on the vehicle are estimated to have 25,000 miles of use on each tire, then "(60)" would be shown in the column headed "22,500—27,500."

In the event that you are engaged in the tire business and are operating trucks in connection with such business, you should list only those tires on such vehicles or held for use on such vehicles.

Information entered in the last two columns under Question 7 should give the average mileage on all tires which were discarded in 1941 because they were no longer useful, or were removed from the vehicles for retreading or recapping in that year. For those tires of vehicles used in local service as defined at pages 25, 26 the response should be indicated in the column headed "Local Service," and for those tires for vehicles engaged in over-the-road service or long-haul service, then the response should be given in the space so designated. As an example, if you were not accustomed in 1941 to retreading or recapping tires, and after the tires which you removed had performed their full service you found that you had obtained 30,000 miles on the average for each tire so removed, then the response to the question would be "30,000" entered in the appropriate space. On the other hand, if you were retreading or recapping tires that had served their full usefulness in their original state in 1941, the response to this question should indicate the mileage obtained from the tires prior to retreading or recapping. If any figure which you submit is an estimate, it should be followed by the letter "E." For example, "25,000-E."

QUESTION 8 should indicate the number of vehicles which you own or regularly lease or rent from others and the total operated. In the event you have rented or leased a vehicle or vehicles from someone else for a period of seven or more consecutive days, the vehicle or number of vehicles so leased or rented should be given. (See example at page 32.)

Questions 9-23 should give a detailed statement of your actual operations in 1941, by quarters, or the most accurate estimate which is possible for this period. Also, required to be shown are your operations in the third and fourth quarter of 1942 (part of the latter will represent anticipated conditions rather than actual conditions), and a forecast of your operations for the first and second quarters of 1943. The information furnished in response to these questions should be as accurate as possible and is subject to check by representatives of the Offices of Defense Transportation through any sources at their disposal.

Responses are broken down into two groups: Questions 9-15 for operations of vehicles when operated in local service as defined at pages 25, 26, and Questions 16-23 for operations of vehicles when operated in "over-the-road" service as defined at pages 25, 26. When it is necessary to estimate mileage, or number of units handled, or gallons of fuel consumed, the estimated figure should be followed by the letter "E."

PROPERTY CARRIERS

QUESTION 9. The total mileage which you operated (as used herein, operated means all miles traveled by vehicles which you own—including miles leased to others and that of those which you lease from others) during the periods indicated in the column headed "1941" should be given, as should the miles operated during the third quarter of 1942. The mileage which you estimate you will operate during the last quarter of 1942 and the first and second quarters of 1943 should also be shown. This mileage should be segregated between that performed by the vehicles owned by you and mileage performed by vehicles leased from others, and indicated in the proper spaces, lines (a) and (b).

QUESTION 10. The mileage of special deliveries and call backs which you operated or estimate you will operate should be shown on this line. The terms "special delivery" and "call back" are defined at pages 26, 25.

QUESTION 11. Vehicle mileage you have operated or estimate you will operate under specific exemptions from the mileage-reduction provisions of General Order O. D. T. No. 17 § 501.67 should be shown on this line.

QUESTION 12. The total number of trips which you have operated or estimate you will operate should be indicated. A trip in local service is considered as a movement from your base of operation and the return thereof. (See page 26.)

QUESTION 13. The average load per round trip should be indicated in this section. Choose a unit of measure of your average load best indicating the capacity of the particular type of vehicle you use and the commodity you haul. Heavy goods which occupy only a portion of the total space available for loading, but utilize the entire weight capacity of the vehicle, should be indicated on the basis of tons of freight only. On the other hand a light-density commodity utilizing the available space for loading, but which weighs only a portion of the weight capacity of the vehicle, may be indicated in terms of the "cubic feet of freight", (line (b)). In the space indicated as "other—specify" if some other unit is used such as gallons (in the case of all tank trucks) or packages or whatever other term will give the best measure of your utilization of the total capacity of the vehicle, specify the unit selected. For example, if you are a food distributor, and the principal commodity you haul is canned goods, then your average load per trip can be indicated in terms of "cases" on line (c). In the case of a grocer making deliveries of orders, then the unit may be in terms of the average number of packages delivered, etc. However, where it is practicable, you should indicate the units in terms of "tons of freight" on line 13a.

In the event the vehicles you own are regularly operated in combinations such as truck-trailers, tractor-semi trailers, etc., then the information given in response to Questions 13 and 14 should relate to the capacity of such combinations.

Where the fleet includes a vehicle or vehicles used in service operations as defined in question 2, none of the trips operated by such vehicles should be included when computing the average load per trip.

QUESTION 14. Indicate the unit capacity of the vehicles in terms of the units used in answer to No. 13, which you believe is most representative of the complete utilization of the equipment consistent with safe loading and existing loading regulations. Thus, if you have selected cubic feet of freight, in the case of a light-density commodity noted above as the most representative unit, the maximum cubic feet of space available for cargo in the vehicles concerned should be indicated. If you selected packages of freight, then the maximum capacity of the vehicle fully loaded in terms of packages should be indicated. Thus, if the vehicles which you own could, when fully loaded, haul an average of 75 packages of freight, then this should be shown as the average unit capacity. The same method should be followed when the unit used is gallons, etc. Service trucks should be treated in a manner similar to that indicated above for average load per trip.

QUESTION 15. The response to the question on line 15 should indicate the percentage of the total capacity of the vehicle, using the same unit of measurement of capacity as shown on line 14, which has been or will be utilized. For example, continuing the illustration of the grocer used above, whose vehicles have an average capacity (line 14) of 75 packages and whose average vehicle load (line 13) is 50 packages, his average load is two-thirds of the vehicles' capacity, and the response given on line 15 should, therefore, be 66 2/3 percent.

The response to Questions 16-23, inclusive, with the exception of Question 20, will be generally the same as those indicated for Questions 9-15, inclusive, with the exception that a trip in over-the-road service is considered as a movement from a point of origin to a point of destination, and a round trip would, under these circumstances, be counted as two trips, with the further exception of tank trucks and trucks used in distribution service, for which a round trip shall be considered as a single trip.

QUESTION 20. Average miles per trip is obtained by dividing the total number of miles operated as shown in Question 16 (a) and (b) by the total trips operated as indicated in Question No. 19.

PASSENGER CARRIERS

Local bus (and trolley bus) service.—The following instructions apply to bus operations in "local service," which include (1) those wholly within any municipality or urban community and a zone extending 15 air miles from the boundaries thereof, or between contiguous municipalities or urban communities, or (2) round-trip schedules on which the average revenue per passenger carried is not more than 35 cents, or (3) round-trip schedules whose principal traffic consists of the movement of workers en route between their homes and their places of employment, or the movement of persons between military or naval establishments and nearby municipalities or urban communities.

The quarterly figures for 1941 and third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 9. Report all bus mileage, including nonrevenue and charter, showing separately the mileage of buses owned by you and the mileage of buses leased from others.

Questions 10-23, inclusive. Omit.

NOTE.—Local bus operators who also engage in intercity bus service should report separately on their intercity service in the appropriate spaces on lines 16 to 23 in accordance with the instructions for "Intercity Bus Service."

Intercity bus service.—The following instructions apply to bus operations in "intercity service" as defined at page 25. The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

Questions 9 to 15, inclusive. Omit.

QUESTION 16. Report all bus mileage, including deadhead and charter, showing separately the mileage of buses owned by you and the mileage of buses leased from others.

Questions 17 to 21b, inclusive. Omit.

QUESTION 21c. After "Other—specify" write in "pas. mi. per bus mi." and in the columns report the number of passenger-miles per bus-mile operated in scheduled intercity service (including deadhead miles of extra sections). If you did not keep passenger-mile records prior to July 1, 1942, the 1941 figures may be omitted.

Questions 22a and 22b. Omit.

QUESTION 22c. After "other" insert "seats" and in the columns show the number of seat-miles per bus-mile operated in scheduled intercity service (including deadhead miles of extra sections). If you did not keep seat-mile records prior to July 1, 1942, the 1941 figures may be omitted.

QUESTION 23. Divide the figures on line 21c by the figures in the same column on line 22c and show the percentage. In other words, show the percent of "seat occupancy" for each period where the figures are available.

NOTE.—Intercity operators who also engage in local bus service should report separately on their local service in the appropriate spaces on lines 9 to 15 in accordance with the instructions for "Local Bus Service."

School buses.—In school service.—The following instructions apply to school bus operations in "school service" which is service limited to the movement required to transport regularly pupils, teachers, and school employees en route between their homes and schools and such other bus operations as may be authorized in connection with school activities.

The figures for past periods will be based on experience. Those for later periods will be estimated according to your best judgment.

QUESTION 9. Record all miles operated in regular scheduled school movement, including mileage without passengers. On line (a) show the mileage of buses owned by you, and on line (b) show the mileage of buses leased from others and operated by you.

QUESTION 10. Record any mileage operated by reason of any school activities in addition to that included in Question 9 (a) and 9 (b).

QUESTION 11. Record the mileage operated *without passengers* in regular school movement.

QUESTIONS 12 to 13 (b). Omit.

QUESTION 13 (c). Record number of persons you are required to transport regularly to school each day.

QUESTIONS 14 (a) and (b). Omit.

QUESTION 14 (c). Report average seating capacity of buses.

QUESTION 15. Omit.

School buses—Any operations other than regular school movement and those in connection with school activities.

QUESTION 16. Record additional miles operated in service of any type other than school service. On line (a) show the mileage of buses owned by you, and on line (b) show the mileage of buses leased from others and operated by you.

QUESTIONS 17 to 21 (b). Omit.

QUESTION 21 (c). Record average number of persons carried per day in operating the mileage shown for Questions 16 (a) and 16 (b) above.

QUESTIONS 22 and 23. Omit.

Taxicab and rental car service.—The following instructions apply to vehicles used in taxicab and rental car services, which include:

(A) The transportation of passengers in any rubber-tired vehicle (1) propelled or drawn by mechanical power; (2) having a seating capacity of less than ten passengers; (3) used in the call and demand transportation of passengers for compensation to or from points chosen or designated by the passenger; (4) not operated on a fixed schedule between fixed termini or over specific routes.

(B) The offering for hire, rent, or lease or the hiring, renting, or leasing, with or without a driver, to the public, for compensation, any passenger vehicle propelled by mechanical power and having a seating capacity of less than ten passengers; and includes such services commonly known as "drive-yourself" and "rent-a-car."

The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 9. Report the total mileage operated in taxicab and rental car services, including "nonrevenue" mileage, showing separately the mileage of your vehicles and the mileage of vehicles leased from others.

QUESTIONS 10, 11. Omit.

QUESTION 12. Report the total trips operated quarterly.

QUESTIONS 13 to 23 inclusive. Omit.

Hearse and ambulance service.—The following instructions apply to vehicles used in hearse and ambulance services.

The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 9. Report all vehicle mileage, showing separately the mileage of your vehicles and the mileage of vehicles leased by you from others.

QUESTIONS 10 to 23, inclusive. Omit.

ALL COMMERCIAL MOTOR VEHICLES

QUESTION 24. (a) Should show the number of gallons of motor fuel consumed by commercial motor vehicles *owned by you* (corresponding to the sum of the mileages in Questions 9 (a) and 16 (a)) in the periods indicated in the column headings.

(b) Should show the number of gallons of motor fuel *purchased by you for use in vehicles leased or rented from others.*

The figures shown in (a) and (b) should *not* include any motor fuel used for any other purpose than the operation of commercial motor vehicles.

NOTE.—If you have within your fleet any commercial vehicles using other than gasoline (diesel motor fuel, butane, propane, etc.) attach a separate statement showing the special fuel and showing the gallonage requirements and mileage of vehicles using such fuel which are included in your answers to questions 9-24, inclusive. If you operate trolley buses, attach a separate statement showing the mileage of trolley buses included in your answer to question No. 9.

The gallonage which you estimate will be required for your use should represent that quantity of motor fuel which you will need to conduct your operations in the most efficient manner and in full compliance with all Orders of the Office of Defense Transportation applicable to your operation.

QUESTION 25. See pages 22 to 25 for summary of effective Orders.

QUESTION 26. There are a number of General Permits exempting certain types of operations from partial or complete compliance with O. D. T. Orders.

Special permits are issued only to individual operators after a showing by the person concerned that the special permit will materially further the war effort. However, the General Permits are issued by this Office to cover broad classes of operations, and before filling in the response to this question you should read the section on General Permits given at pages 22 to 24 of these instructions.

QUESTION 27. You shall indicate under Question 27 in detail all steps which you have taken to comply with O. D. T. Orders affecting your operation, O. D. T. Preventive Maintenance Program and any other steps you have taken to conserve tires, equipment, and reduce mileage. Your statement in response to this question must be as complete and concise as possible.

QUESTION 28. In question 28, you should indicate all equipment owned by you or which is leased from someone else for a period of 7 or more consecutive days. The information requested is indicated in the column headings and consists of the vehicle number (if such number is assigned to your vehicles, otherwise no entry is necessary in this column), the State of registration (where a vehicle is registered in more than one State, the State of registration in which the vehicle is garaged should be indicated), the registration number for the State indicated, the make of equipment, the year model (it is only necessary to indicate the last two figures in the year model, that is, a 1939 model would be indicated as "39"; in those cases where commercial vehicles do not have year models, the year of manufacture should be used), the manufacturer's rated capacity in the case of property carrying vehicles, or the seating capacity for passenger vehicles, the type of vehicle (truck, truck-tractor, trailer, semi-trailer, for buses, use the following symbols indicated for the various types) integral bus "I," adult bus body-on-chassis "A," school bus body-on-chassis "S," trolley bus "T," taxicab, ambulance, hearse, etc.), the body type (pick-up, van, panel, cargo, dump, rack, stake, or platform, express or screen, tank, refrigerator, city bus, intercity bus, school bus, etc.), and in the last column the name of the registered owner where a vehicle is operated under lease for a period of 7 or more consecutive days. In the event the vehicle is owned by you, but leased to someone else, the name of the lessee, or the person to whom the vehicle is leased, should be indicated in those cases where the lease is for 7 or more consecutive days. In the event that you lease equipment from or to someone else for a period of less than 7 consecutive days, no entry should be made in this column. Vehicles leased by you from someone else should be indicated by "L" and those owned by you but leased to someone else should be indicated by "L." A separate column is provided for the period of the lease in either instance. Thus, if you lease a vehicle to or from someone else for a period of 30 consecutive days, this figure would be shown in the last column.

In entering commercial motor vehicles in response to question 28, all vehicles of a similar type should be listed together, that is, all of your trucks would be listed consecutively, all of your truck-tractors consecutively, trailers consecutively, etc. In the event that you own more than 40 vehicles, a separate form is included on which you should enter vehicles in excess of 40 and attach securely to your application form.

As indicated at pages 16, 17 the reporting of idle equipment is required beginning December 1, 1942. For purposes of the Application for a Certificate of War Necessity if the vehicle owned has not been used for 2 weeks preceding the date of receipt of the Application, you should indicate in response to Question 28 in the space provided for indication of the lessor or lessee—"Idle" and give briefly the reason therefor. For example: "Idle—no business available," "Idle—cannot obtain tires," "Idle—cannot obtain replacement parts, etc."

QUESTION 29. It is necessary for only those carriers with operations in the motor fuel rationed area to answer this question, other than part (a) which indicates this fact. (b) If operations are conducted in the rationed area, the percentage of the total miles of all the operations of gasoline-powered vehicles covered by your application which are conducted in the rationed area should be shown. For example, if you operate your vehicles 1,000,000 miles a year and 500,000 miles of these operations are in the rationed area, then indicate 50 percent. (c) Indicate the gallons of gasoline allowed by the rationing board. (d) Number of miles which you were allowed by the rationing board. (e) Indicate number of gallons of gasoline used by you in the rationed area from July 22, 1942 to September 23, 1942. Also indicate in space provided the miles operated during this same period. (f) If the statements which you have made in this application call for additional mileage within this rationed area over that which you were allowed by the rationing board, attach a complete statement indicating the reasons which would justify this increase.

Prior to signing the application you should read carefully the statement describing the terms and conditions under which your application is filed. Your attention is also directed to the fact that in filing this statement it is a criminal offense to make a false statement or representation to any department or agency of the United States as to any matter within the jurisdiction of any such department or agency.

After filling out the application completely and reading the statements referred to in the paragraph above, the application must be signed by the owner of the vehicles in the space designated as "applicant."

Where an individual is doing business under a trade name, the name of the applicant shall be shown on the line designated "applicant" and the trade name shall be shown on the next line. The application shall be signed by the owner of the vehicles or his duly authorized agent. For example, if the owner of the vehicles is John Jones and he uses his trucks in business under the trade name of the Centerville Fruit Farms, then the "Centerville Fruit Farms" should be entered in the space "Doing business as," and "John Jones" in the space indicated as "applicant." In the event some designated agent of John Jones files the return for him, then his name would be signed as the duly authorized "Agent" in the line designated as "by." The address should correspond to the address on the first page of the application as originally indicated or as corrected. *However the applicant should show, in parenthesis, following the city and state designation the county in which he is located.*

EXPLANATION OF CERTIFICATE OF WAR NECESSITY

After you have filed your application for a Certificate of War Necessity, the information furnished on your application will be reviewed by field representatives of the Office of Defense Transportation and the operations found necessary to the war effort or the maintenance of essential civilian economy will be indicated in the lower left-hand portion of the "master" fleet Certificate in the space designated "Operations Certified." Your Certificate number is indicated in the upper left-hand corner of the Certificate. This Certificate number as well as your name and address, should be used in all reports, correspondence, etc., which you may be required to submit to this office. In addition to the "master" fleet Certificate, covering the operations of your entire fleet, you will also receive a "fleet unit" Certificate of War Necessity for each vehicle in your fleet owned by you on the date as of which you filed your application for the Certificate.

You should verify the correctness of all information indicated on each of the "fleet unit" Certificates describing your vehicle and indicating the license tag number. At such time as you receive new license tags for the year 1943 you should indicate on each fleet unit certificate in the space "Registration Number 1943" the number of the tag on the vehicle described.

On the "master" fleet Certificate in the section designated "Operations Certified" in the lower left hand portion of the Certificate two columns are given; one for local service and the other for road service, and under each four spaces are provided: maximum miles per year, maximum miles per calendar quarter, minimum average units per round trip per year, and minimum average units per round trip per calendar quarter. Also shown for your entire operations are two spaces indicating motor fuel consumption; one the maximum gallons motor fuel quarterly—all operations, and the other, maximum gallons motor fuel quarterly—rationed areas. Only these latter two measures of motor

fuel consumption are given where the usage is fairly constant throughout the year. However, in those cases where there is considerable fluctuation in use of equipment in the several quarters of the year, the maximum gallons of motor fuel are shown for specific quarters.

Aside from the fact that the measures given in the column "Local service" and those in the column indicated "Road service" refer to the operations conducted by vehicles engaged in these services, the meaning is the same in each instance except so far as the definition of trip is concerned (see page 9). Therefore, in the discussion of the meaning of each of the items given below no segregation is made.

Maximum miles per year.—The mileage indicated in these spaces represents the maximum number of miles which you are permitted to operate per year. Thus, for example, if a mileage of 10,000 miles is given under local service and 90,000 miles under road service, then you could not exceed this mileage in either service.

Maximum miles per calendar quarter.—In view of the fact that many operations are seasonal in nature, and it is, therefore, necessary to operate substantially greater mileage in some quarters of the year than in others, the maximum mileage that you may operate in any quarter of the year has been indicated to allow for seasonal differences. Thus, in the foregoing case if you were allowed a maximum mileage per year in road service of 90,000 miles, and the information which you furnished on your application form developed the fact that you required a substantial mileage in a particular quarter by the field examiner, would be indicated as the maximum mileage per calendar quarter in that service. In this case the applicant would be limited to a maximum mileage in any calendar quarter of 40,000 miles, but would only be able to use the remaining 50,000 in the other three quarters of the year.

Minimum average units per round trip per year.—On the basis of the capacity of the vehicles which you operate and the type of traffic which you handle, a minimum average load per trip per year in terms of the unit you have selected is indicated. In the event that you have selected a unit of traffic in "tons" and if the field examiner of the Office of Defense Transportation after consideration of all information furnished by you believes that you should maintain a minimum average load per trip per year of, say, 3 tons, then while individual loads could be less than this figure, the average load per trip of all your operations for the year could not be less than this figure. This minimum load must be maintained at no increase in the average miles per trip set forth in your application unless specifically authorized to do otherwise. In the case of intercity bus service the minimum average passenger load is given; that is, passenger-miles per bus-mile. No minimum average load will be indicated for other types of passenger or service vehicles.

Minimum average units per round trip per calendar quarter.—As in the case of mileage above, allowance has been made for seasonal operations in the minimum average load per trip per calendar quarter. Using the preceding example of the minimum average load per trip in road service per year of 3 tons, then it is possible that on the basis of the information which you have furnished in your application form, that a minimum load of, say, 2 tons would be a reasonable allowance for the lowest quarter. This would mean that while you must maintain an average minimum load for the year of 3 tons that you are permitted under the operation certified for one quarter to transport a minimum average load of 2 tons. However, your operations for the remaining quarters of the year would have to be substantially greater to produce the minimum average load of 3 tons. As an example the following is given:

Quarter	Number of trips	Average load
		Tons
First quarter	1,000	2
Second quarter	1,000	4
Third quarter	1,000	3
Fourth quarter	1,000	3
Average for year		3

The foregoing illustration indicates that a minimum load of 2 tons has been maintained in the first quarter, and that the minimum average for the year of 3 tons has been maintained in the third and fourth quarters. However, in the second quarter it was necessary to transport 4 tons to maintain the minimum average load for the year of 3 tons. The minimum average load for intercity bus service is given in terms of passenger load as indicated above.

Maximum gallons motor fuel quarterly—all operations.—On the basis of the mileage allowed by the field examiner of the Office of Defense Transportation, the type of equipment which you have and other factors, the field examiner has indicated the maximum gallons of motor fuel which you may use in any quarter. For example, in the illustration used above, where a maximum mileage per calendar quarter of 40,000 miles was allowed, and the particular equipment type and loads transported would indicate average miles per gallon of approximately 6 miles, then a "maximum gallons motor fuel quarterly—all operations" of 6,670 gallons would be allowed. However, the operation used as an example had considerable variation in use by seasons. Under these circumstances the maximum quantity would also be indicated by specific quarters. In the event you operate commercial motor vehicles powered by fuel other than gasoline (diesel fuel, butane, propane, etc.) a separate certificate will be issued for such equipment covering fuel requirements only.

Maximum gallons motor fuel quarterly—rationed areas.—Only those carriers with operations in the gasoline rationed area will have any figures shown in this space. In the gasoline rationed areas, the figure shown will reflect the maximum gallons of motor fuel which will be certified to the gasoline rationing authorities in that area. Thus, if on the basis of information furnished in your application, it appears that you should be permitted to use a maximum of 3,000 gallons of gasoline quarterly in gasoline rationed areas, then this figure, if correct, would be indicated in the space, and upon presentation of your Certificate of War Necessity to the proper authorities sufficient coupons or other authority to purchase this quantity of gasoline would be granted you. As indicated above, if the operations are seasonal in nature the maximum gallons of motor fuel quarterly will be indicated by specific quarters.

On the basis of the records which you must maintain, none of the foregoing limits can be exceeded. Thus, if your maximum mileage per quarter or per year is less than the number of miles which you could operate with the quantity of gasoline shown, then you cannot use the quantity of gasoline indicated. On the other hand, if you cannot maintain the minimum average load which has been indicated, it will be necessary that you reduce the underutilized mileage which you are operating, with the result that you will not be able to operate all the mileage authorized.

LOST OR DESTROYED CERTIFICATES OF WAR NECESSITY

In the event a certificate is lost or destroyed the applicant should promptly apply for an application (Form CWN-2) at the Office of Defense Transportation address listed in the upper right-hand corner of his quarterly report form. This application form should be executed and filed at once with the same office from which it was obtained.

RECORDS REQUIRED TO BE KEPT AND USE OF RECORDS

PROPERTY CARRIERS

Three records are required to be kept by all fleet operators: one is the quarterly report which will be submitted to you at the time you receive your Certificate of War Necessity; the second a daily record (shown at page 30) which can be used to furnish supporting material for that furnished in your quarterly report. If you are now maintaining records which will supply the information called for in this quarterly report form, and on the daily report form, it is not necessary that you maintain this daily record form. However, you must have in your possession after November 15, 1942, adequate records to support the quarterly report form and to furnish the information required on the daily record form.

The daily record form is not required to be maintained by commercial motor vehicles engaged in the transportation of passengers.

A third record, the weekly record of the operations conducted by each commercial motor vehicle shall be maintained in accordance with the form provided on reverse side of the "Fleet Unit" Certificate and shall be carried at all times in such vehicle. This record includes the miles operated during the week by the vehicle, the gallons of fuel used or transferred to the tank of the vehicle, the number of tires mounted (segregated as between new tires and new recaps and retreads) and a column for the initials of an authorized tire inspector.

When your tires are inspected in accordance with the provisions of the order (see page 20) the authorized inspector will either indicate that your tires have passed the inspection or will indicate the necessary corrections to be made before approval will be granted.

If the tires pass inspection the authorized inspector will indicate the approval by initialing the weekly record in this column. It is important that this record be maintained currently and correctly since if it is not so kept your Certificate of War Necessity may be revoked.

The various columns in the daily record form presented at page 30 are described below:

Origin.—The point from which the operation of the motor vehicle originated, or its base of operations.

Destination.—The point to which the vehicle is traveling for the delivery of freight, or the furthestmost point from the base of operations. (Note: Vehicles engaged in local service are not required to indicate the origin and destination of each movement, but for all operations of any given day need only show the city in which such operations are conducted and indicate by totals the information furnished in all other columns.)

Number of trips.—The number of trips entered are trips as defined heretofore in connection with "local" and "over-the-road" service.

Type of operation.—The information shown in the six columns under this heading indicate the type of movement involved: (5) Operated in your service—a trip on which the vehicle is owned and used in connection with your operations, (6) leased or rented to someone else—, a trip or trips on which the vehicle is not used in your service, but is operated in behalf of some other carrier. (7) Special delivery.—A trip made at the special request of an individual. (8) Vehicle operated under exemption or permit.—In the event your operations are covered by General O. D. T. Permit or Special Exemption a check should be entered in this column. (9) Local service.—A trip operated within the limits prescribed in the definition of local service at page 26. (10) Road service.—A trip operated within the limits prescribed in the definition of road service at page 26.

Miles.—The miles between origin and destination points, or if the vehicle is operated in local service, the total miles operated on the date indicated.

Hours of use.—The total number of hours during which the vehicle was utilized in movement including time spent in loading and unloading.

Property transported.—The commodity which predominates in the freight carried by the vehicle. Do not use the indication "general" unless this truly states the case, and no single commodity predominates.

Maximum capacity of vehicle in terms of units most representative of the commodity in column 13.—The capacity of the vehicle loaded to the maximum safe loading point of the commodity carried (this should also reflect size and weight limits currently in force in the territory in which the vehicle is operated).

Total units of property carried.—The total number of tons or other units of freight transported on the trip or trips between the origin and destination points indicated.

Maximum units carried at any point on a trip.—In most cases the response to this column would be the same as in the preceding column. However, in those cases where traffic is picked up and delivered en route, the total units of traffic carried will be in excess of the total units in the vehicle at any time. This column is intended to show the maximum number of units which are in the vehicle at any time during a trip.

Percent of maximum units carried at any point to maximum capacity of the vehicle.—This column merely represents the percent to which you have utilized the maximum legal and safe capacity of the vehicle.

As indicated above, it is not necessary to maintain this daily record form provided that you have other records which will support in the aggregate the information requested therein.

The information furnished on the quarterly report is generally the same as that referred to on the daily report form above, and is a summary of the information contained on this daily record form as well as that shown on the back of the "fleet unit" Certificate of War Necessity. In the event you operate equipment some of which is powered by motor fuel other than gasoline, such fuel should be recorded separately in response to question 24 on the quarterly report.

PASSENGER CARRIERS

A weekly record of the operations conducted by each commercial motor vehicle shall be maintained in accordance with the form provided on the reverse side of the "Fleet Unit" Certificate, and shall be carried at all times in such vehicle. This record includes the miles operated during the week by the vehicle, the gallons of fuel used, the number of tires mounted (segregated as between new tires and new recaps and retreads) and a column for the initials of an authorized tire inspector (see page 4).

It is important that this record be maintained currently and correctly since if it is not so kept your Certificate of War Necessity may be revoked.

Operators of local buses, taxicabs, rental cars, ambulances, and hearses will answer only questions 2 and 24 of the quarterly report form. All other questions may be omitted. Daily records need be maintained only for the purpose of obtaining this information, and any other information called for by orders of ODT applying specifically to passenger carriers.

Operators of intercity buses will answer the following questions in the quarterly report form:

19. Show bus miles operated, including deadhead and charter.
19. After "Total units carried" insert "passenger miles in 1,000's" and show thousands of passenger miles in scheduled intercity service.

22. Cross out "Units per trip" and insert "Passenger miles per bus mile." For each period divide the passenger miles on line 19 by the bus miles in scheduled intercity service (including deadhead mileage of extra sections, but excluding charter) and show the resulting average passenger load in the proper column.

23. Divide the figures on line 22 by your average seating capacity (seat miles per bus mile) and show the percentage of seat occupancy in each column.

24. Include both gasoline and Diesel fuel consumed in producing the mileage shown on line 13, and show separately the amount of Diesel fuel included in the totals.

All other questions may be omitted. Daily records need be maintained by intercity bus operators only for the purpose of obtaining the above information.

Operators of School Buses will report only the following information in the Quarterly Report form:

Line 2. Record all miles operated in regular school movement including mileage without passengers. On line (a) show the mileage of buses owned and operated by you, and on line (b) show the mileage of buses leased from others and operated by you.

Line 5. Record mileage operated by reason of any school activities in addition to that included in the figures shown on lines 2 (a) and 2 (b).

Line 6. Record the mileage operated without passengers in regular school movement.

Line 13. Record additional miles operated in service of any type other than school service. On line (a) show the mileage of buses owned and operated by you, and on line (b) show the mileage of buses leased from others and operated by you.

Line 24. Record gallons of motor fuel used:

- (a) purchased by you, and
- (b) purchased by others.

REPORTING OF IDLE EQUIPMENT—ALL COMMERCIAL VEHICLES OTHER THAN TAXICABS, RENTAL CARS, AMBULANCES, AND HEARSES

Beginning December 1, 1942, and monthly thereafter, every owner of a commercial motor vehicle, except taxicabs, rental cars, ambulances and hearses, shall report on Form CWN-3 any such vehicle which on the basis of

records maintained was not in use during the last 14 days of the month. This report is to be submitted within 5 days after the last day of the month to the address indicated in the upper right hand corner of the Quarterly Report Form which you will receive with your Certificate of War Necessity. Copies of CWN-3 can be obtained from the same address.

APPEAL BOARDS

If subsequent to the receipt of the Certificate of War Necessity the applicant believes that mileage, load, or motor fuel allowance contained thereon are not sufficient to enable him to conduct transportation which is necessary to the war effort or to the maintenance of essential civilian economy, an appeal may be filed with the Office of Defense Transportation. In the case of property carriers the appeal should be filed with the District Field Office of the Division of Motor Transport, Office of Defense Transportation indicated in the upper right-hand corner of the quarterly report. In the case of passenger carriers the appeal should be filed with the Regional Representative of the Division of Local Transport at the location given in the table at page 18.

No appeal should be made unless the applicant is able to indicate clearly that the needs of the war effort or the maintenance of essential civilian economy require a revision of the Certificate.

If the applicant in the light of the foregoing considers that he is entitled to an appeal he may make an appeal only after waiting 30 days from the date the Certificate of War Necessity is received by him. This appeal must be submitted to the address indicated above and must be in the form of the Daily Record Form, given at page 30, for each vehicle in his fleet for a period of 7 consecutive days within the foregoing 30-day period.

The foregoing material must be submitted in legible form and the name and address and certificate number of the applicant given. The entire statement must be submitted under oath.

A list of the cities in which District Field Offices and Appeal Boards of the Office of Defense Transportation are located is given below:

LOCATION OF DISTRICT FIELD OFFICES AND APPEAL BOARDS DIVISION OF MOTOR TRANSPORT

ALABAMA:	GEORGIA:	LOUISIANA:
Birmingham.	Atlanta.	Baton Rouge.
Mobile.	Augusta.	New Orleans.
Montgomery.	Macon.	Shreveport.
	Savannah.	
ARIZONA:	Waycross.	MAINE:
Phoenix.		Bangor.
	IDAHO:	Portland.
	Boise.	
ARKANSAS:	ILLINOIS:	MARYLAND:
Little Rock.	Calro.	Baltimore.
	Chicago.	Hagerstown.
CALIFORNIA:	Danville.	MASSACHUSETTS:
Fresno.	Peoria.	Boston.
Los Angeles.	Quincy.	Springfield.
Sacramento.	Rockford.	
San Francisco.	Springfield.	MICHIGAN:
		Cadillac.
COLORADO:	INDIANA:	Detroit.
Denver.	Evansville.	Grand Rapids.
Pueblo.	Fort Wayne.	Lansing.
	Indianapolis.	Saginaw.
CONNECTICUT:	South Bend.	MINNESOTA:
Hartford.	Terre Haute.	Duluth.
New Haven.		Minneapolis.
	IOWA:	MISSISSIPPI:
DELAWARE:	Davenport.	Jackson.
Dover.	Des Moines.	MISSOURI:
WASHINGTON, D. C.	Mason City.	Jefferson City.
	KANSAS:	Kansas City.
FLORIDA:	Topeka.	Springfield.
Jacksonville.	Wichita.	St. Louis.
Miami.		MONTANA:
Orlando.	KENTUCKY:	Billings.
Tallahassee.	Lexington.	Butte.
Tampa.	Louisville.	

NEBRASKA:	OHIO:	TEXAS:
North Platte.	Canton.	Amarillo.
Omaha.	Cincinnati.	Austin.
NEVADA:	Cleveland.	Dallas.
Reno.	Columbus.	El Paso.
NEW HAMPSHIRE:	Dayton.	Houston.
Concord.	Toledo.	Lubbock.
NEW JERSEY:	Youngstown.	San Angelo.
Atlantic City.	Zanesville.	San Antonio.
Newark.	OKLAHOMA:	Waco.
Trenton.	Oklahoma City.	UTAH:
NEW MEXICO:	Tulsa.	Salt Lake City.
Albuquerque.	OREGON:	VERMONT:
NEW YORK:	Medford.	Montpelier.
Albany.	Portland.	VIRGINIA:
Binghamton.	PENNSYLVANIA:	Norfolk.
Buffalo.	Altoona.	Richmond.
New York.	Erie.	Roanoke.
Peekskill.	Harrisburg.	WASHINGTON:
Rochester.	Philadelphia.	Seattle.
Syracuse.	Pittsburgh.	Spokane.
Utica.	Scranton.	WEST VIRGINIA:
NORTH CAROLINA:	RHODE ISLAND:	Charleston.
Asheville.	Providence.	WISCONSIN:
Charlotte.	SOUTH CAROLINA:	Green Bay.
Raleigh.	Columbia.	La Crosse.
Wilmington.	SOUTH DAKOTA:	Madison.
Winston-Salem.	Pierre.	Milwaukee.
NORTH DAKOTA:	Sioux Falls.	Wausau.
Bismarck.	TENNESSEE:	WYOMING:
Fargo.	Chattanooga.	Casper.
	Knoxville.	Cheyenne.
	Memphis.	
	Nashville.	

LOCATION OF REGIONAL OFFICES—DIVISION OF LOCAL TRANSPORT

Atlanta, Ga.	San Francisco, Calif.
Chicago, Ill.	Washington, D. C.
Dallas, Tex.	

TITLE 49—TRANSPORTATION

Chapter II—Office of Defense Transportation

(General Order ODT 21)

PART 501—CONSERVATION OF MOTOR EQUIPMENT

SUBPART M—CERTIFICATES OF WAR NECESSITY FOR AND CONTROL OF COMMERCIAL MOTOR VEHICLES

By virtue of the authority vested in me by Executive Order No. 8899, dated December 18, 1941, and by Executive Order No. 9156, dated May 2, 1942, and in order to conserve and providently utilize vital transportation equipment, material, and supplies, including rubber; and to provide for the prompt and continuous movement of necessary traffic, the attainment of which purposes is essential to the successful prosecution of the war,

It is hereby ordered, That:

Sec.	Definitions.
501.90	Certificate of War Necessity required.
501.92	Application for certificate.
501.93	Issuance of Certificate of War Necessity.
501.94	Certificate of War Necessity not transferable.
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501.102 Exemptions.

501.103 Communications.

501.104 Effective date.

AUTHORITY: §§ 501.90 to 501.104, inclusive, issued under E. O. 8899, 6 F. R. 6725, and E. O. 9156, 7 F. R. 3349.

§ 501.90 Definitions. As used in this subpart:

(a) The term "commercial motor vehicle" means (i) (1) a straight truck, (ii) a combination truck-tractor and semi-trailer, (iii) a full trailer, (iv) any combination thereof, or (v) any other rubber-tired vehicle, excluding a motorcycle, propelled or drawn by mechanical power and built (or rebuilt) primarily for the purpose of transporting property, and (2) any bus, taxicab, jitney, or other rubber-tired vehicle, propelled or drawn by mechanical power, used in the transportation of persons upon the highways, or available for public rental, including ambulance and hearses, but not including a private passenger automobile.

(b) The term "person" means an individual, partnership, corporation, association, joint-stock company, business trust, or other organized group of persons, and includes the United States or any agency, territory, or possession thereof, a State or any agency or political subdivision thereof, or any trustee, receiver, assignee, or personal representative.

(c) The term "property" means anything, except persons, capable of being transported by motor truck.

(d) The term "fleet" means three or more commercial motor vehicles owned or operated by one person.

(e) The term "private passenger automobile" means any motor vehicle built primarily for the purpose of transporting persons and having a rated seating capacity of seven (7) or less; and includes station wagons and suburban carry-alls, irrespective of seating capacity, which are not used in the transportation of persons or property for compensation.

§ 501.91. *Certificate of War Necessity required.*—On and after November 15, 1942, no person shall operate any commercial motor vehicle within the continental limits of the United States unless there is in force with respect to such commercial motor vehicle a Certificate of War Necessity issued by the Office of Defense Transportation governing such operation.

§ 501.92. *Application for certificate.* Application for a Certificate of War Necessity shall be made in writing to the field office of the Office of Defense Transportation for the areas in which the home office or principal place of business of applicant is located, unless the applicant is directed to make application to some other office of the Office of Defense Transportation. Any such application shall be made on forms provided by the Office of Defense Transportation, and shall contain such information as the Office of Defense Transportation shall require.

§ 501.93. *Issuance of Certificate of War Necessity.* (a) A Certificate of War Necessity will be issued by the Office of Defense Transportation to any qualified applicant therefor, certifying, with respect to the operations covered by the application, limitations of mileage or of motor fuel or requirements, in order as to loads, or any one or more of such limitations or requirements, in order as to the war effort or to the maintenance of essential civilian economy, (2) shall be so conducted as to assure maximum utilization in such service of the commercial motor vehicle or vehicles of the applicant, and (3) shall conserve and providently utilize rubber or rubber substitutes and other critical materials used in the manufacture, maintenance, and operation of such vehicles.

(b) In all original and subsequent certifications the Office of Defense Transportation will be guided by the provisions of its outstanding orders or public statements of policy relating to the operations under consideration, and all such outstanding orders and statements of policy will remain in full force and effect unless and until they are formally amended, superseded, or revoked.

(c) Such certificate, when issued in respect of a single commercial motor vehicle, shall at all times be carried on such vehicle. When such certificate is issued in respect of a fleet of commercial motor vehicles, a fleet unit certificate shall at all times be carried on each commercial motor vehicle covered by such fleet certificate.

§ 501.94 *Certificate of War Necessity not transferable.* No Certificate of War Necessity shall be transferable. In the event of the sale or other transfer of a commercial motor vehicle, or a substantial change in the character of its use or the condition under which it is used, the purchaser or transferee or owner thereof shall forthwith make application to the Office of Defense Transportation for a new certificate, upon the issuance of which the previously issued Certificate of War Necessity appertaining to such vehicle shall be surrendered for cancellation.

§ 501.95 *Contents and conditions of certificate.* Any Certificate of War Necessity issued under this subpart shall specify:

- (a) The name and address of the person to whom issued;
- (b) The vehicle or vehicles covered thereby;
- (c) The purposes for which and the conditions under which such vehicle or vehicles may be operated;

(d) Such other terms or conditions as the Office of Defense Transportation may from time to time specify.

§ 501.96 *Motor fuel and commercial motor vehicle parts, tires, or tubes.* On and after November 15, 1942, no person shall:

(a) Transfer any motor fuel to, or transfer, mount, or install any part, tire, or tube, in or upon any commercial motor vehicle, unless the operator thereof, at the time of such transfer or installation, shall present to such person for inspection a valid Certificate of War Necessity pertaining to such vehicle, issued by the Office of Defense Transportation;

(b) Transfer or deliver any motor fuel for the use of, or transfer, mount, install, or deliver any part, tire, or tube for the use of, any commercial motor vehicle, unless the operator of such commercial motor vehicle shall at the time thereof sign a written receipt, in duplicate, for such motor fuel, part, tire, or tube, and endorse on each copy of such receipt the number of the Certificate of War Necessity pertaining to the commercial motor vehicle or vehicles in or upon which such motor fuel, part, tire, or tube is to be used. In the event such transfer, delivery, or installation is for the use of a fleet of commercial motor vehicles, the number of the Certificate of War Necessity pertaining to such fleet shall be endorsed on each such written receipt. The original receipt shall be retained by the person making the transfer, delivery, or installation, and the copy shall be retained by the person operating the commercial motor vehicle. Such receipts shall be available for examination and inspection at all reasonable times by accredited representatives of the Office of Defense Transportation.

(c) The provisions of this section shall not apply to transfers or installations made pursuant to a coupon, certificate, or other instrument, authorized or issued by a rationing agency of the United States, or to the sale, transfer, or delivery of motor fuel, parts, tires, or tubes, to any person for the purpose of resale.

§ 501.97 *Inspection of tires.* On and after November 15, 1942, no person shall operate any commercial motor vehicle, unless within the sixty (60) days immediately preceding such operation, or, in the event such motor vehicle has been operated more than five thousand (5,000) miles during such period, unless within the five thousand (5,000) miles last operated by such vehicle, all tires mounted upon the wheels thereof or carried for use on such vehicle have been inspected by an inspection agency designated by the Office of Price Administration, and unless such inspection agency has certified that such person has made all reasonable and necessary adjustments, repairs, retreading, recapping, replacement of parts or tires, and realignment of wheels, found by such inspection agency to be necessary to conserve and providently utilize such tires, unless such operator is unable, under then existing rationing regulations, to make such repairs, retreading, recapping, or replacement of parts or tires.

§ 501.98 *Records and reports.* Any person operating a commercial motor vehicle in respect of which a Certificate of War Necessity has been issued, shall prepare and permanently maintain in the manner and form prescribed by the Office of Defense Transportation records of all operations conducted by such vehicle. A weekly record of such operations shall be maintained in accordance with the form provided on the reverse side of such Certificate of War Necessity, and shall be carried at all times in such vehicle. Such person shall keep such other records and make such reports as may be required and in the manner and form prescribed by the Office of Defense Transportation.

All such records shall be available for examination and inspection at all reasonable times by accredited representatives of the Office of Defense Transportation.

§ 501.99 *Enforcement officers authorized to report violations.* Any enforcement officer of any State or political subdivision thereof, who, on or after November 15, 1942, finds any commercial motor vehicle being operated which at such time does not have in such vehicle, available for inspection and examination a valid Certificate of War Necessity issued under this subpart, or which is in any other way being operated in violation of any order of the Office of Defense Transportation, or any term or condition of a Certificate of War Necessity governing its operation, is authorized to make a report thereof to the Office of Defense Transportation, stating the name of the person operating such vehicle, the owner or lessee thereof, and such other information as the Office of Defense Transportation may specify. Such reports may be made on forms prescribed by the Office of Defense Transportation.

§ 501.100 *Suspension or revocation of certificate.* Any Certificate of War Necessity issued under this subpart shall be effective from the date specified therein and shall remain in effect according to its terms until amended, modified, recalled, suspended, cancelled, or revoked in whole or in part by the Director of Defense Transportation for good cause.

§ 501.101 *Control of vehicles.* (a) Whenever the Office of Defense Transportation shall deem it to be advisable, any person having possession or control of any commercial motor vehicle shall, notwithstanding any contract, lease, or other commitment, express or implied, with respect to the use or operation of such commercial motor vehicle, cause such vehicle (1) to be operated in such manner, for such purpose, and between such points, as the Office of Defense Transportation shall from time to time direct, and (2) to be leased or rented by any such person to such person or persons, except by a person engaged in transporting property in a commercial motor vehicle for compensation to a person not engaged in such transportation, as the Office of Defense Transportation shall from time to time direct. Unless the interested parties agree upon the amount of compensation payable for the use of any such vehicle, so directed to be leased or rented, the amount of such compensation shall be such amount as may be determined by the Office of Defense Transportation to be just and equitable, subject to any applicable maximum price established by any competent governmental authority.

(b) The provisions of this section shall not be so construed or applied as to require any person operating a commercial motor vehicle to perform any transportation service, the performance of which by it is not authorized or sanctioned by law.

§ 501.102 *Exemptions.* The provisions of this subpart shall not apply to or include the following:

(a) A commercial motor vehicle operated by or under the direction of the military or naval forces of the United States or State military forces organized pursuant to Section 61 of the National Defense Act, as amended;

(b) A commercial motor vehicle operated by a dealer exclusively for the purpose of selling such vehicle;

(c) A motor vehicle having a capacity of not to exceed seven (7) passengers operated by a person between his or her home and place of work and used in transporting other persons between their homes and their places of work, if such motor vehicle is not used for any other purpose for compensation.

§ 501.103 *Communications.* Communications concerning this subpart should be addressed to the Division of Motor Transport, Office of Defense Transportation, Washington, D. C., or to the field office of the Office of Defense Transportation designated for the area in which the home office or principal place of business of the correspondent is located. Such communications should refer to General Order ODT 21.

§ 501.104 *Effective date.* Except as otherwise provided herein, this subpart shall become effective November 15, 1942, and shall remain in full force and effect until further order of the Office of Defense Transportation.

Issued at Washington, D. C., this 8th day of September 1942.

/s/ JOSEPH B. EASTMAN,
Director of Defense Transportation.

SUMMARY OF GENERAL ORDERS

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GENERAL ORDER ODT NO. 3, REVISED

This order applies to over-the-road operations of common carriers of property. Trucks affected by the order must be loaded to capacity (as defined by the order) over a "considerable portion" of the outgoing or incoming trip, and the operator or driver must use "due diligence" to maintain a capacity load at all times en route. No operator or driver will be deemed to have used due diligence unless he registers with a Joint Information Office or makes appropriate inquiries of other carriers before departing from any point without a full load. In the event a load cannot be obtained for an empty truck, the operator or driver must make an effort to lease the truck to another operator capable of using it in a manner consistent with the provisions of the order.

Loading requirements do not apply to trucks transporting high explosives; trucks operated under the direction of the armed forces of the Federal or State Governments; trucks engaged exclusively in the transportation of repair and servicemen and their equipment and supplies; trucks operated exclusively in the maintenance of public utilities; trucks operated in emergencies exclusively for the protection of life, health, or public safety, and trucks engaged in sanitation services. Loading requirements and limitations on gross weights (120 percent of the load-carrying ability of the tires) do not apply to special equipment. Tank trucks, and trucks controlled or operated by persons engaged in farming when used in the transportation of agricultural products from a farm, or in the transportation of farm supplies to a farm, are exempt from the entire Order.

Whenever two or more carriers affected by the order contemplate joint action, they may submit plans for such action to the ODT. The plans may include staggering of schedules, exchange of shipments, pooling of traffic, revenues, or both; joint loading, diversion of traffic, establishment of arrangements for the interchange of equipment and establishment of joint terminals. Such plans may be put into effect only upon the issuance of specific ODT orders.

The order further provides that no truck shall be operated at a speed of more than 40 miles an hour, and that no truck shall be operated over any highway route or routes, the mileage of which exceeds the most direct route by 10 percent or more, "except when no adequate common carrier service over a direct route is available, or motor trucks when the direct route is unsafe or unusable or is more destructive to tires or other trucks."

Three general permits under Order No. 3 Revised, also have been issued. General Permit ODT No. 3-3 exempts trucks engaged in the transportation of exposed motion picture film from the capacity load and the "due diligence" provisions of the order. General Permit ODT No. 3-4 exempts all trucks engaged exclusively in the transportation of farm products from the farm or farm supplies to the farm from the necessity of checking with Joint Information Offices or other carriers.

General Permit 3 Revised-5 exempts small and specially designed trucks and trucks having a rated load-carrying ability of not to exceed twelve thousand pounds from checking at Joint Information Offices established under the provisions of General Order ODT No. 13.

GENERAL ORDER ODT NO. 6

The provisions of this order apply to common carriers engaged in other than over-the-road service (see page 26) except to that portion of the business of such carrier rendered in performing pick-up and delivery service of a line-haul motor, rail, express, air and water carrier, or a freight forwarder. The provisions and exemptions of this order are generally the same as those indicated in General Order ODT No. 17. (See pages 23, 24.)

GENERAL ORDER ODT NO. 10

This order bans all sightseeing services by motor vehicle for hire and limits charter service in buses having a capacity of 10 or more passengers to certain essential operations, including the transportation of: (1) members of the armed forces; (2) persons participating in organized recreational activities at military establishments; (3) selectees to or from examining or induction stations; (4) students, teachers, and

school employees to and from school; (5) employees to and from works; (6) boys and girls to and from summer camps; (7) persons to and from places of regular weekly religious worship; (8) persons evacuated from their homes on orders of governmental or military authorities; (9) juries, prisoners and mentally ill persons and their official custodians; (10) airline and railroad passengers when unforeseen events prevent the regular operation of air or rail facilities; (11) members of the state militias. Such transportation, however, may be provided by chartered buses only under certain conditions.

GENERAL ORDER ODT NO. 11

Common carriers engaged in intercity bus service (as defined on page 25) are required (1) to discontinue limited schedules, (2) to discontinue round-trip schedules where it is reasonable to believe that the passenger miles will be less than 40% of the number of seat miles in any calendar month, provided that one round trip daily can be operated on each route, (3) not to extend or inaugurate intercity service over a new route without the approval of ODT, (4) not to operate intercity service for the purpose of serving places conducted primarily for amusement or entertainment, (5) to meet with competitors for the purpose of preparing plans of joint action to eliminate waste and to submit such plans to ODT, and (6) to keep a record showing passenger miles and seat miles in intercity service and report to ODT any round trip schedules which fall below 40% seat occupancy in any calendar month.

GENERAL ORDER ODT NO. 13

This order provides for the establishment and operation of Joint Information Offices by carriers. The rules governing the establishment of a Joint Information Office are set forth in the order, and carriers contemplating such action should secure a copy of the order.

GENERAL ORDER ODT NO. 14

This order prohibits all racing of motor vehicles in the United States.

GENERAL ORDER ODT NO. 17

This order, which became effective August 1, applies to all operations of contract and private carriers (defined by the order as motor carriers, see page 26). It takes the place of General Orders ODT Nos. 4 and 5, pertaining to over-the-road operations of contract and private carriers, and provisions of General Order ODT No. 6, as they applied to local delivery operations of such carriers.

The order requires that trucks operated by contract and private carriers be loaded to capacity on a considerable portion of the outgoing or incoming trip and that the operators and drivers use due diligence in an effort to obtain a full load at all times en route.

Beginning September 1, 1942, the order requires that motor carriers endeavor to lease or rent an empty truck before starting or continuing a scheduled over-the-road trip. As in the case of over-the-road common carriers, motor carriers must make appropriate inquiries among other carriers, in the event no Joint Information Office has been established in the vicinity.

Motor carriers are prohibited under the order from making (1) any special delivery except to hospitals; (2) any call back, and (3) more than one delivery from any one point of origin to any one point of destination during any calendar day except (a) when the property to be delivered exceeds the capacity load of the motortruck engaged in the delivery thereof, in which event each delivery, except the final delivery, shall be a capacity load delivery; (b) when the property to be delivered requires the use of a motortruck, other than the type used exclusively in the transportation of such property, in which event an additional delivery may be made; (c) when made for the purpose of picking up or delivering property in up-country areas, in which event an additional delivery may be made on a Friday before a done without increasing the mileage of any truck, and (d) on a Saturday before a National holiday falling on a Monday, in which event an additional delivery may be made, provided the carrier makes no delivery on such holiday.

In addition to the mileage saved by compliance with the above provisions, carriers must reduce the mileage of each operating unit (see page 26) by at least 25 percent as compared with the mileage operated by the same unit in the corresponding month of last year.

The capacity-load and mileage-reduction provisions and restrictions on number of deliveries, including special deliveries, do not apply to trucks engaged exclusively in the transportation of high explosives; trucks engaged exclusively in the transportation of repair and service men and their supplies and equipment; sanitation trucks; trucks serving public utilities; trucks operated under the direction of the armed forces; trucks operated in emergencies for the protection of life and health, and trucks handling telegraph, radio, and cable communications in the United States mails. Trucks classed as special equipment are exempt from all of the above provisions and also from the limitation on gross weights (120 percent of the rated load carrying ability of the tires). Tank trucks, and trucks controlled or operated by

persons principally engaged in farming when used in the transportation of agricultural products from a farm or in the transportation of farm supplies to a farm are exempt from the entire Order.

Several General Permits also have been issued under General Order ODT No. 17. General Permit ODT No. 17-1 exempts trucks engaged in hauling produce from the farm or supplies to the farm from the mileage reduction and delivery limitation provisions and from the necessity of checking with Joint Information Offices or other carriers.

General Permit No. 17-2 provides that motor carriers engaged in the transportation of solid fuels may base their mileage reduction on the number of miles per ton delivered rather than on the total number of miles operated.

Permit No. 17-3 sets up alternate provisions for newspaper trucks.

Permit No. 17-4 exempts trucks making deliveries to vessels from restrictions on special deliveries and the number of deliveries.

Permit No. 17-5 exempts trucks operated by motor carriers in connection with any mining, smelting, or refining enterprise operated under a Preference Rating Order or Certificate of Operation issued by the War Production Board from provisions of the order requiring motor carriers to reduce mileage and to offer their trucks for rent or lease before departing empty from any point en route.

Permit No. 17-6 authorizes motor carriers when engaged in the transportation of ice to make more than one delivery a day to another carrier—rail, water, air, or other motor carrier—and to make two deliveries to any industrial air conditioning plant or retail dealer.

Permit No. 17-7 exempts carriers engaged in the transportation of rubber or metal scrap from the mileage reduction requirement and from the necessity of offering their trucks for rent or lease.

Permit No. 17-8 authorizes motor carriers operating restaurants serviced from central kitchens to make three deliveries of prepared foods a day from kitchen to restaurant.

Permit No. 17-9 authorizes carriers engaged in the transportation of copy, proofs, tracings, or any other unfinished product for printing or similar purpose to make three deliveries a day.

Permit No. 17-10 authorizes carriers owning and operating bakeries and retail stores, where the products of such bakeries are sold, to make three deliveries a day, if 75 percent of the baked goods are delivered unwrapped.

Permit No. 17-11 enables motor carriers to haul forest products to a consuming, processing, or storage point as well as to the nearest point where rail or water transportation facilities are available without checking with Joint Information Offices and exempts such carriers from mileage reduction requirements.

Permit No. 17-12 exempts trucks operating within a construction area from the provisions pertaining to mileage reduction, number of deliveries, capacity loads, and leasing or renting of trucks while operated empty.

Permit No. 17-13 exempts trucks operating exclusively in repair service from the call-back provision of the Order.

Permit No. 17-14 exempts small and specially designed trucks and trucks having a rated load-carrying ability of not to exceed 12,000 pounds from registering at the Joint Information Offices.

GENERAL ORDER ODT NO. 20

This order provides that no person shall drive or operate a taxicab (1) for any social or recreational purpose of the driver or operator; (2) more than 40 miles an hour; (3) for the purpose of making commercial deliveries of property; (4) more than 10 miles beyond the corporate limits of the municipality in which the trip originates; (5) for the purpose of picking up passengers by cruising; (6) more than 25 miles from the point of origin to the point of destination; (7) without distinctly marking the vehicle to indicate that it is a taxicab. The order does not apply to (1) persons carrying passengers to or from a burial; (2) the transportation of passengers to or from work "by a person driving an automobile between his or her home and place of work"; (3) the transportation of passengers in connection with "emergencies arising from an accident, sickness, death, public calamity, or military necessity," provided an explanation is submitted in writing to the ODT within 48 hours.

GENERAL ORDER ODT NO. 22

This order applies to New York City taxicab operations.

A fleet operator is required to discontinue operation of 33 1/3 percent of the total number of taxicabs which he was entitled to operate under license from the Hack Bureau of the Police Department of New York City on the date of the issuance of the order.

An individual operator is restricted to a six day week operation. Also, he is prohibited from increasing the number of shifts which was regularly operated by him each day at the time of the issuance of the order.

The order prohibits all operations outside of the State of New York, and all operations more than five miles beyond the corporate limits of the City of New York. The order was issued on September the 10th and becomes effective September 20, 1942.

DEFINITIONS

Bus.

The term "bus" (for the purpose of General Order ODT No. 11), means any rubber-tired vehicle propelled or drawn by mechanical power and used upon the streets or highways (but not on rails) in the transportation of passengers.

Call back.

The term "call backs" means every call by a vehicle of a local carrier at the premises of any one person subsequent to the first call on any given day, and includes calls made for the sole purpose of picking up property for return to consignor, or for making collections.

Capacity load.

The terms "capacity load" or "loaded to capacity" as applied to a truck mean either (1) the quantity of property by weight, which may be carried in said truck, determined by deducting the weight of said truck from its rated load-carrying ability, or (2) the maximum quantity of property, by volume, which may be stowed by efficient methods and safely transported in the load-bearing space of the truck, whichever quantity is the lesser in weight.

Charter service.

The term "charter service" means:

- (1) The transportation by bus of a group of persons, who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a bus to travel together as a group; or
- (2) The transportation by bus of passengers to whom individual tickets have been sold or with whom individual transportation arrangements have been made from or to any point or over any route not regularly served by existing facilities and established scheduled services of the person performing the transportation service.

Circuitous route.

The term "circuitous route" means any highway route or routes or combination thereof, the mileage of which exceeds the mileage of the most direct highway route by ten (10) percent or more. Highway mileage of such route shall be as shown in the current edition of the Rand-McNally Road Atlas of the United States, Canada, and Mexico.

Common carrier (Property).

The term "common carrier" means any person which holds itself out to engage in the transportation of property for the general public in over-the-road service by motor truck for compensation, regardless of the designation of such person under any Federal or State statute.

Delivery.

The term "delivery" means the operation of a motor truck by a motor carrier from any one point to any other point for the purpose of enabling such motor carrier to relinquish possession of property after transportation or to take possession of property for transportation, or both, and includes an offer or attempt to so relinquish or to take possession of such property.

Fleet operator.

The term "fleet operator" means any person owning or operating more than two self-powered commercial motor vehicles.

Gross weight.

The term "gross weight" means the aggregate weight of a motor truck and its lading.

Highway.

The term "highway" means the roads, highways, streets, and ways in any State.

Individual operator.

The term "individual operator" means any person owning or operating one or two self-propelled commercial motor vehicles.

Intercity service.

The term "intercity service" means all bus operations except (1) those wholly within any municipality or urban community and a zone extending 15 air miles from the boundaries thereof, or between contiguous municipalities or urban communities, or (2) round-trip schedules on which the average revenue per passenger carried is not more than 35 cents, or (3) round-trip schedules whose principal traffic consists of

the movement of workers en route between their homes and their places of employment, or the movement of persons between military or naval establishments and nearby municipalities or urban communities.

Local service.

The term "local service" means all operations of a motor truck except in over-the-road service.

For the purpose of defining tank-truck operations "local" means retail delivery, which includes the transportation of any property by tank truck to retail establishments (except when full tank truck loads are delivered) or to the ultimate consumer for personal, family, or household use or to consumers who do not maintain sufficient storage capable of receiving at the time deliveries are made, an amount equal to or greater than the total capacity of the commercial motor vehicle in which delivery is made. "Over-the-road" means bulk hauling, which includes any kind of hauling not described under "local" or retail delivery.

Motor carrier—Property—(Private and Contract).

The term "motor carrier" (Order ODT 17 only) means any person, other than a person which holds itself out to the general public to engage in the transportation of property for compensation, which engages in the transportation of property by motor truck and includes contract carriers by motor truck and private carriers by motor truck.

Motor truck.

The term "motor truck" means any rubber-tired vehicle propelled or drawn by mechanical power.

Operating unit.

The term "operating unit" means that portion of the motor truck operations conducted by any motor carrier from any given terminal base of operation, or municipality. The total operating units of any motor carrier shall include all operations conducted by such motor carrier.

Over-the-road service.

The term "over-the-road service" means all operations of a motor truck except (1) those within an area which includes any municipality or urban community and a zone extending twenty-five (25) air miles from the boundaries thereof; (2) those within and between contiguous municipalities or urban communities; and (3) those not more than twenty-five (25) miles in length, except those operations by a carrier between its terminals. For buses, see definition of "intercity service." For tank trucks see "local service."

Passenger miles.

The term "passenger miles" means the number of miles traveled by revenue passengers in buses operated in scheduled services, including extra buses.

Property.

The term "property" means anything, except passengers, capable of being transported by motor truck.

Race.

The term "race" means any exhibition, contest, or competitive trial of speed, endurance, or performance, and includes contests between persons or against time, distance, or previously established records, but does not include tests conducted for and at the request of the armed forces of the United States.

Seat miles.

The term "seat miles" means the number of miles operated by a bus in passenger service (including deadhead mileage of extra buses operated in connection with regular schedules) multiplied by the seating capacity of the bus.

Shift.

The term "shift" means any one period of time in twenty-four consecutive hours during which a taxicab is driven by the same person.

Sightseeing service.

The term "sightseeing service" means the transportation by bus of passengers, whether over regular or irregular routes, for the primary purpose of permitting such passengers to see places or objects of general or special interest.

Special delivery.

The term "special delivery" means a delivery by vehicle made at the special instance or request of a particular person other than as a part of a normal delivery service.

Special equipment.

The term "special equipment" means any low-bed motor truck, or any motor truck the primary carrying capacity of which is occupied by mounted machinery.

Tank truck.

The term "tank truck" means a commercial motor vehicle the primary carrying capacity of which is occupied by permanently mounted tank or tanks.

Taxicab.

The term "taxicab" means any rubber-tired vehicle (1) propelled or drawn by mechanical power; (2) having a seating capacity of less than ten passengers; (3) used in the call and demand transportation of passengers for compensation to or from points chosen or designated by the passenger; and (4) not operated on a fixed schedule, between fixed terminal, or over specific routes.

ILLUSTRATION OF METHOD TO BE EMPLOYED IN FILLING OUT APPLICATION FORMS AND RECORDS REQUIRED TO BE KEPT

The following typical examples of completed application for Certificates of War Necessity are presented in illustrations A and B, and a detailed explanation of the various entries is given below:

Illustration A—Application for Certificate of War Necessity—Retail grocer.

This illustration indicates the entries which would be made by the John Doe Company, hereinafter called applicant, a retail grocer doing business in Washington, D. C. Applicant owns and operates in connection with his business five vehicles. One vehicle is used each morning to make a pick-up of produce at a local market. A trip is made once each week to Annapolis, Maryland, thirty-five miles distant from applicant's store, with stops en route on both the outbound and inbound movement.

Applicant's name and address were entered on page 1 of the application by the Central Mailing Office of the Office of Defense Transportation. Applicant supplied all other information indicated therein, but in accordance with instructions he did not fill in the rectangular ruled block immediately below his name and address.

QUESTIONS 1 and 2. These are self-explanatory.

QUESTION 3. Since applicant's operations are predominantly local delivery service between applicant's store and its customers, it is classified as "local" in accordance with the definitions given at page 26.

QUESTION 4. "Distribution service" is indicated since the principle use of the vehicle is the distribution of local retail deliveries.

QUESTION 5. This is self-explanatory.

QUESTION 6. The answer is self-explanatory from the above statement of facts concerning applicant's operations.

QUESTION 7. Of the tires on the twenty wheels of the five vehicles, five have been operated 5,000 miles, five operated 8,000 miles, five 15,000 miles, and the remaining five 18,000 miles. In addition, applicant owns four new tires. During the year 1941 applicant removed tires no longer serviceable from his vehicles. The estimated mileage of the tires thus removed is indicated to be 20,000 miles.

QUESTION 8. Since applicant neither leased nor rented any equipment for seven or more consecutive days, the answer to (a) and (c) is obviously 5.

QUESTION 9 (a). Applicant maintained no record of mileage operated during 1941; but, by having a record of monthly purchases of gasoline, the mileage figures shown were obtained by multiplying the amount of gasoline purchased during a respective period by the number of miles per gallon the truck consumed. Since no vehicle was leased for seven or more consecutive days and since applicant does not intend to lease such a vehicle, no answer is required for 9 (b).

QUESTION 10. Special deliveries and call backs made during the corresponding periods of 1941 were estimated to be 10% of the mileage operated during such period. In the circumstances this would seem to be a fair estimate.

QUESTION 11. There being no ODT General Permit in effect applicable to applicant's operations and no Special Permit having been issued to applicant, no mileage is shown.

QUESTION 12. Applicant indicates the number of trips he operated in each quarter in 1941 and estimates the number of trips he intends to make in 1942 and 1943 for the quarters listed.

QUESTIONS 9 through 12. The entries for the column headed "Total—12 Months" are obtained by adding the figures for each quarter of 1941 on each line and then adding the figures for the quarters specified in 1942 and 1943 on each line; these sums are then entered on the respective columns for each line.

QUESTION 13. Only one of the three units of measurement of average load is to be used. Applicant has indicated his average load in units of containers or baskets. In the "Total—12 Months" column, applicant enters the average units per load for the two 12-month periods—not the sum of the average loads.

QUESTION 14. The unit capacity of the vehicles must be the same unit of measurement as that used in question 13. Applicant indicates that the capacity of his vehicle is 20 of the units of measurement shown in the preceding answer. As in question 13, "Total—12 Months" column, the average capacity is indicated.

In questions 13 and 14 applicant has given consideration to and has reflected in his answers the lading of his vehicle when operated in the daily trip to the produce market and the weekly trip to Annapolis, Maryland. When used in both of these services, the vehicle carries more lading than when used in making the deliveries from store to customers. In estimating such lading, applicant relied upon visible capacity of the lading in relation to the unit capacity and arrived at the stated figure which is comparable to an average unit capacity lading.

QUESTION 15. To determine this entry, applicant divides the figures in each column of question 13 (c) by the figures in the respective columns of question 14 (c).

QUESTIONS 16 to 23, inclusive. With the exception of question 20, Average Miles Per Trip, the answers will be in line with the answers supplied to questions 9 to 15, inclusive. In order to avoid repetition, therefore, further explanation will not be made with the exception of pointing out that in the "Total—12 Month" column, applicant enters the average miles per trip for the two 12-month periods in the respective columns in reply to question 20.

QUESTION 24. The gallons of motor fuel used in applicant's vehicle quarterly are indicated under (a), since applicant owns his trucks and leases none from others for seven or more consecutive days. In the "Total—12 Month" column applicant enters the sums of the figures for the two 12-month periods in the respective columns.

QUESTION 25. After carefully reviewing the summaries of ODT Orders at pages 22 to 25 applicant determines and so indicates that General Order ODT No. 17 is applicable to his operations.

QUESTION 26. Applicant indicates there are no General or Special ODT Permits applicable to his operations.

QUESTION 27. Applicant's statement of accomplishment of his motor equipment conservation is self-explanatory.

QUESTION 28. The listing of applicant's vehicles called for is self-explanatory.

QUESTION 29. Applicant operates in an area where motor fuel is rationed and, therefore, answers to (c), (d), and (e) are self-explanatory statements of facts.

After carefully answering all questions applicant indicates his name, his company name, his street address, and the county, as well as city and state. The date of the application is specified, and the completed forms are forwarded to the Central Mailing Office of the Office of Defense Transportation.

Illustration B—Application for Certificate of War Necessity—Contract carrier.—The following is an illustration of how an average contract carrier operator should proceed to fill in his Application for Certificate of War Necessity.

The operation is carried on by a fleet of motor vehicles consisting of five 1½-ton pick-up trucks, 34 1½-ton truck-tractors, 35 semitrailers, and one tow truck or wrecker. During the year 1941, the principal movements consisted of full loads moving from Chicago to various cities in Indiana and Michigan with only small amounts of freight moving back from these cities to Chicago. However, in 1942-3, the applicant is reducing, and will continue to reduce, his operations by trip-leasing his vehicles to other carriers on the portion of his haul which had previously been conducted as empty mileage.

Pick-up and delivery operations are confined to Chicago and Detroit. During the third quarter of 1942 the applicant took one of his own pick-up

trucks out of service and hired this part of his operation performed by a local pick-up and delivery service.

Applicant's name and address were entered on page 1 of the application by the Central Mailing Office of the Office of Defense Transportation. Applicant supplied all other information indicated thereon. The rectangular ruled box directly under the name and address on the application form is not to be filled in by the applicant.

QUESTIONS 1 and 2. These are self-explanatory.

QUESTION 3. Since the applicant's operations are predominantly in over-the-road service between Chicago and various cities in Michigan and Indiana, his operations are classified as "over-the-road" in accordance with the definitions given on page 26.

QUESTION 4. Since the applicant's operations are predominantly line-haul rather than distribution service, he indicates "Other service."

QUESTION 5. This is self-explanatory.

QUESTION 6. Since the applicant operates in three States, he enters only the names of these States.

QUESTION 7. The operator responds to this question by specifying the number of tires of each size which have been operated for the miles indicated. The mileage subgroups denote the thousands of miles which tires have been driven. During the year 1941 the operator discarded some tires no longer serviceable and he enters his estimate (as denoted by the letter "E") of the miles the tires had been driven.

QUESTION 8. The number of vehicles which are specified in response to this question is the number of power units only. The applicant indicates that he owns 40 power units and leases one from others for a period of seven or more consecutive days.

QUESTION 9. The applicant indicates the actual mileage of his local service operations in 1941 and makes his estimates for 1942-3. The decrease in quarterly mileage for the latter period is accomplished by jaying off one of his pick-up trucks and hiring this part of his operation performed by a local pick-up and delivery service for the mileage shown in part (b).

QUESTION 10. In compliance with General Order ODT No. 17, all special deliveries and call backs for 1942-43 are eliminated although the applicant indicates that he did travel a few miles each quarter for call backs and special deliveries in 1941.

QUESTION 11. There being no ODT General Permit in effect applicable to the applicant's operations and no Special Permit having been issued to applicant, no mileage is shown.

QUESTION 12. The applicant indicates the number of trips he operated in each quarter in 1941 and estimates the number of trips he intends to make in 1942 and 1943 for the quarters listed.

QUESTIONS 9 through 12. To determine the entries for the column headed "Total—12 Months" the figures for each quarter of 1941 on each line are added and then the figures for each quarter of 1942-3 on each line are added; these sums are then entered in the respective columns for each line.

QUESTION 13. Only one of the three units of measurement of average load is to be used. The applicant has indicated his average load in terms of cubic feet. In the "Total—12 Months" column the operator enters the average units per trip for the two 12-month periods—not the sum of the average loads.

QUESTION 14. The average unit capacity of the vehicles must be the same unit of measurement as that used in question 13. The applicant indicates the average unit capacity of his vehicle is 585 cubic feet, the same units of measurement shown in the preceding answer. As in question 13, in the "Total—12 Months" column, the average capacity is indicated.

QUESTION 15. To determine this entry, the applicant divides the figures in each column of question 13 (b) by the figures in the respective columns of question 14 (b).

QUESTIONS 16 to 23, inclusive. With the exception of question 20, the answers will be computed in a manner similar to the answers supplied to questions 9-15, inclusive. It is well to point out, however, the difference in the definitions of a "trip" when considering "local" or "over-the-road" operations. In local service, a round trip from point of origin and return thereto is counted as one trip while in over-the-road service, the outbound trip and the inbound trip are each counted as a separate trip.

The date upon which the form is filled out should be specified. The applicant should then send immediately the completed forms to the Central Mailing Office of the Office of Defense Transportation.

* Units mean gallons, tons, pounds, packages, etc.

It is suggested that this form be reproduced in 11" x 17" size and ruled for typewriter spacing

[illegible]

ILLUSTRATION A.—Application for Certificate of War Necessity—Retail Grocer. (See pages 27 and 28.)

[illegible]

(a) Do you operate in any area where sulphur fuel is rationed? YES (b) If so what percentage in value of your total operation is in such areas? 100% (c) How many gallons of gasoline were you allowed by the Rationing Board? 950
(d) How many gallons of gasoline were you rationed from July 29, 1942 to September 1, 1943? 1,500 (e) How many gallons of gasoline were in rationed area from July 29, 1942 to September 1, 1943? 1,500 (f) If in the application you seek additional rationing or release of rationing stamps, attach complete statement of reasons therefor. 3,500

If a partner is furnished with an unsecured note or extension, in addition to that furnished herein, and the partner is not a partner in the business of the partnership, the partnership shall not be liable for the payment of the note or extension.

[illegible]

**END OF
TITLE**